



Career Cruising

Individual Learning Plan (ILP) for Kentucky

Advanced Functionalities:

Alternative Completion Component

ILP – What is Required?

According to 704 KAR 3:305 Minimum High School Graduation Requirements Regulation:

- Districts shall implement an advising and guidance process that supports the ILP
- Districts shall develop a method to evaluate the effectiveness and results of the ILP process
- Feeder middle schools and high schools shall work cooperatively to inform parents/guardians and students of connections between career opportunities

ILP – What is Required?

- According to 704 KAR 3:305 Minimum High School Graduation Requirements Regulation:
- Beginning with the graduating class of 2013, ILPs will have been completed from the 6th grade onwards, focusing on career exploration and related postsecondary education
- Beginning in 8th grade, students will set personal and academic goals, as well as identify courses, electives, and postsecondary goals in their ILP
- Schools shall maintain the ILP, make it readily available, and review it annually with the student and their parent(s)

ILP Advanced Functionalities:

Alternative Completion Component

ILP Alternative Completion

This option allows teachers and advisors to indicate which students at their school are fulfilling the ILP requirement through alternative means.

Purposes for Alternative Completion

Exceptional Education Student:

The student has exceptionalities that prohibit him or her from completing some (or all) components of the web-enabled ILP.

The student's ARC made the documented decision as to what was appropriate for the student to complete.

Purposes for Alternative Completion

Non-Traditional Student:

The student is in a facility or location without Internet access. Student has an alternative form of plan on file with their home school.

Purposes for Alternative Completion

There may be other reasons for students to participate in Alternative ILP Completion.

ILP Alternative Completion

Schools must mark the Alternative Completion for every year that the student completes the ILP in the alternative fashion.

Purposes for Alternative Completion

Please note:

It is a school responsibility to ensure Minimum High School Graduation Requirements [\(704 KAR 3:305\)](#) are met, even if student is marked with an alternative completion status.

How to Record Alternative ILP Completion

Select "Alternative Completion" from the View/Action dropdown menu on the Student List in the School ILP Administration Tool

The screenshot displays the Career Cruising Advisor Homepage. At the top, there's a navigation bar with "Administration" and "Advisor Homepage". Below this is a "Student List" section. A search bar labeled "Search for Students" is present. The main content area is divided into three columns: "Search Criteria", "Access Cards", and "Export Data File". The "Search Criteria" column shows "Status: Active" and "Matching Students: 42". The "Access Cards" column has a "PDF File" icon and an "Export" button. The "Export Data File" column has radio buttons for "Excel Spreadsheet" and "Text File", and an "Export" button. Below these columns is a table with columns: "Name", "Username", "Password", "Grade", "View/Action", and "Completion Status". The table lists several students, including Hamilton, Austin; Harris, Ameila; Harrison, Alan; Henry, Adrian; Hernandez, Adrienne; and Hill, Adam. The "View/Action" column for each student has a dropdown menu. The dropdown menu for "Harrison, Alan" is open, showing options: "Please Select", "View ILP", "View Resume", "Add Assessment", "Assessment Log", "Alternative Completion", "Annual Review", "Completion Status", "Invite Others Access", "Login History", "Parent Access", "Parent Comments", "Parent Review", and "Send Message". An arrow points from the text box on the left to the "Alternative Completion" option in the dropdown menu.

ATTENTION: If the username is an alphanumeric number (ex: HAR7878939), then there is a problem with the student's SSN number. [Click here](#) for instructions on how to proceed, or [click here](#) if a student does not appear on the Student List.

Name	Username	Password	Grade	View/Action	Completion Status
Hamilton, Austin	ILP29	demo	Grade 10	Please Select	61%
Harris, Ameila	ILP28	demo	Grade 9	Please Select	7%
Harrison, Alan	ILP27	demo	Grade 10	View ILP	9%
Henry, Adrian	ILP21	demo	Grade 10	View Resume	46%
Hernandez, Adrienne	ILP26	demo	Grade 11	Add Assessment	53%
Hill, Adam	ILP25	demo	Grade 10	Assessment Log	7%

How to Record Alternative ILP Completion

Read the “About Alternative ILP Completion” information that pops up and click OK to proceed

About Alternative ILP Completion

Completion of an ILP is required by regulation by the Kentucky Department of Education. Completion data will be collected at the state level through this web-enabled ILP system. Students must complete the web-enabled ILP (or a paper version) every year unless the ARC determines it is not appropriate for individual students to complete. Please note: It is the schools responsibility to ensure Minimum High School Graduation Requirements ([704 KAR 3:305](#)) are met, even if student is marked with an alternative completion status. IGP's must be on file in case of audit.

Purposes for Alternative Completion

1. Exceptional Education Student

- a. Student has exceptionalities that prohibit them from completing any components of the web-enabled ILP. The student's ARC made the documented decision not to complete any components of the web-enabled ILP.
- b. Student has exceptionalities that prohibit them from completing some required sections of the ILP. The student's ARC made the documented decision what was appropriate for student to complete.

2. Non-Traditional Student

- a. Student is in facility or location without internet access. Student has an alternative form of plan on file with their home school (evidenced by paper version).
- b. Student has completed some requirements in the web-enabled ILP, but has moved to facility or location without internet access and cannot complete remaining requirements on internet (evidence of student plan on file, combination of paper version and web-enabled ILP).

3. Student graduates before 2012

- a. An IGP is on file at school for student that meets regulation [704 KAR 3:305](#).

By marking this complete for this student, you assure the student has met the requirements of alternative completion and has an alternative version of the ILP on file at the home school of the student.

How to Record Alternative ILP Completion

Select the Status checkbox and the reason from the dropdown menu

Record any relevant comments regarding the student's status in the "Other" comment section

Once you have entered the details for the student, click on the Save button

The screenshot shows the 'Alternative ILP Completion' form in the Career Cruising system. The form includes a sidebar with navigation links, a main content area with a 'Back to Student List' link, a note about comments, and a form titled 'Alternative ILP Completion Details'. The details form contains fields for Student Name, Username, Advisor Name, Date Modified, Status, Reason, and Comments. The Status field has a checked checkbox. The Reason field has a dropdown menu open showing several options. The Comments field is empty. At the bottom right are 'Cancel' and 'Save' buttons. Arrows from the text boxes point to the Status checkbox, the Reason dropdown, the Comments field, and the Save button.

Administration
Alternative ILP Completion

Quick Links
Advisor Homepage
Search for Students
Manage Parent Accounts
Program Options
ILP Options
Assessment Options
Education Plan Options
Graduation Requirements
Reports
ILP Completion Reports
ILP Reports
Mass Print Options
View Usage Statistics
Helpful Documents
Enter Career Cruising
Logout

Alternative ILP Completion

« [Back to Student List](#)

NOTE: Do not include comments that should not be read by students and parents. The Alternative ILP Completion Details will appear in both the Student and the Parent/Guardian ILP Tools.

Alternative ILP Completion Details

Student Name	Austin Hamilton
Username	ILP29
Advisor Name	Meredith Beyer
Date Modified	Jul 10, 2008
Status	<input checked="" type="checkbox"/> This student is completing the Individual Learning Plan requirement through alternative means.
Reason	Please Select Please Select Exceptional Education Student (Used some of the ILP) Exceptional Education Student (Did not use the ILP) Non-Traditional Student (Used some of the ILP) Non-Traditional Student (Did not use the ILP) Student graduates before 2012 Other
Comments	

Cancel Save

Which Reports Are Available?

Alternative ILP Completion Status can be tracked through a variety of aggregate reports:

Select Reports:
ILP Completion Reports
from the Advisor Homepage

The screenshot displays the 'Advisor Homepage' for Jim Daigneau at Eastside High School. The interface includes a left-hand navigation menu with sections for Quick Links, Program Options, and Reports. An arrow points from the 'ILP Completion Reports' link in the Reports section to the main content area. The main content area features a welcome message and several report sections: 'All Students' (49 total), 'My Students' (26 total), 'Manage Advisor Assignments' (with options to assign/unassign students), 'Advisor Administration' (with links for adding advisors and managing logs), and 'ILP Homepage Files' (listing files like 'asdf' and 'career links' with dates and view options).

Advisor Homepage
Jim Daigneau, Eastside High School

Welcome Jim Daigneau!

Quick Links

- Advisor Homepage
- Search for Students
- Manage Parent Accounts
- Assignments & Activities

Program Options

- ILP Options
- Assessment Options
- Education Plan Options
- Graduation Requirements

Reports

- ILP Completion Reports
- ILP Reports
- Mass Print Options
- View Usage Statistics
- Helpful Documents
- Enter Career Cruising
- Logout

All Students
Total Students: 49 [View Student List](#) [Send Message](#) [Manage Messages](#)

My Students
Total Students: 26 [View Student List](#) [Send Message](#) [Manage Messages](#)

Manage Advisor Assignments

Assign Students to an Advisor
» Please Select Advisor

Unassign Students from an Advisor
» Please Select Advisor

[Approve Advisor Assignments](#)

Advisor Administration


- » [View List of All Advisors](#)
- » [Add New Advisor](#)
- » [Invite Others: Add/Edit Special Contacts](#)
- » [Manage Advisement Logs](#) **New!**
- » [Manage Group Entries](#) **New!**
- » [School-Wide Intervention Plans](#) **New!**

ILP Homepage Files

ILP Homepage Files	Date	Details	Options
asdf	11/08/2007	View	
career links	10/15/2009	View	

Which Reports Are Available?

A Variety of Aggregate Reporting Options are available, including Alternative ILP Completion Statistics, which can be sorted, customized and , as needed, exported to Excel format



The screenshot displays the 'CAREER CRUISING' interface. The top navigation bar includes 'Administration' and 'ILP Completion Reports'. A sidebar on the left contains 'Quick Links' (Advisor Homepage, Search for Students, Manage Parent Accounts), 'Program Options' (ILP Options, Assessment Options, Education Plan Options, Graduation Requirements), 'Reports' (ILP Completion Reports, ILP Reports, Mass Print Options, View Usage Statistics), 'Helpful Documents', 'Enter Career Cruising', and 'Logout'. The main content area features a message: 'Please click on the name of a report'. Below this, a section titled 'ILP Completion Status Reports' lists several options, each with a 'Customize' link: 'ILP Completion Status Snapshot', 'ILP Completion Status by Student', 'Incomplete ILPs by Criteria', 'Complete ILPs by Criteria', 'Alternative ILP Completion Statistics', and 'View ILP Completion Standards'. An arrow points from the text box on the left to the 'Alternative ILP Completion Statistics' link.

ILP Completion Status Reports	
» ILP Completion Status Snapshot	Customize
» ILP Completion Status by Student	
» Incomplete ILPs by Criteria	Customize
» Complete ILPs by Criteria	Customize
» Alternative ILP Completion Statistics	Customize
» View ILP Completion Standards	

Aggregate Reports:

ILP Completion Status Snapshot

The screenshot shows the Career Cruising web application interface. At the top, the title 'CAREER CRUISING' is visible. Below it, the 'Administration' menu is open, showing 'ILP Completion Reports'. The 'ILP Completion Status Snapshot' report is selected. The interface includes a 'Quick Links' sidebar with options like 'Advisor Homepage', 'Search for Students', and 'Manage Parent Accounts'. The main content area has two sections: 'Customize This Report' and 'Export Data File'. The 'Customize This Report' section has a 'Custom' button. The 'Export Data File' section has radio buttons for 'Excel Spreadsheet' and 'Text File', and an 'Export' button. Below these sections is a table with the following data:

Grade Level	Standard Completion	Alternative Completion	Incomplete	% Complete
Grade 6	0	0	0	N/A
Grade 7	0	0	0	N/A
Grade 8	0	0	0	N/A
Grade 9	24	56	536	13%
Grade 10	100	38	388	26%
Grade 11	36	49	429	16%
Grade 12	147	25	245	41%
Total	307	168	1598	23%

The ILP Completion Status Snapshot Report tracks Alternative ILP Completion

Students with Alternative ILP Completion will be listed in a separate column

These students will be counted as complete in the % ILP Complete calculation

Users can click on the numbers to view the list of students in the specific category

Aggregate Reports: Completion Status by Student

CAREER CRUISING

Administration

ILP Completion Reports

ILP Completion Status by Student

All ILPs - Grade 9

Export Data File
Please choose the format that you would like the data exported to:

☒ Excel Spreadsheet
☐ Text File

Export

Student Name	Annual ILP Review	Annual Student Survey	My Skills	Careers that Interest Me	Schools that Interest Me	Career and Life Goals	Career Cluster Interests	Post-Secondary Goals	Career Planning Activities	Organizations & Activities	Community Service	Education Plan - Grade 9	Education Plan - Grade 10	Alternative Completion	Percentage Completed
Adkins, Sarah														✓	100%
Aguilar, Carlos	✗	✗	✓	✓	✗	✓	✗	✗	✓	✓	✗	✗	✗	NA	38%
Ailts, Cameron														✓	100%
Allen, Brittney														✓	100%
Allen, Miranda	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	NA	0%
Almanza, Gladis	✗	✗	✓	✗	✗	✓	✓	✓	✓	✗	✗	✗	✗	NA	38%
Amador, Angelica	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	NA	0%
Anderson, Emily	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	NA	100%
Anderson, Hannah	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	NA	0%
Anderson, RaSuan	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	NA	0%
Appleton, Robert	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	NA	0%

Students with Alternative ILP Completion will be included in the Completion Status by Student Report

They, however, will not be assigned a status for each of the specific ILP components

These students will be designated as complete for reporting purposes

Aggregate Reports: Alternative ILP Completion Statistics

Administration

ILP Completion Reports

Alternative ILP Completion Statistics

Customize This Report
Select criteria to define the report for a specific year and/or group of students:
Custom

Export Data File
Please choose the format that you would like the data exported to:
☒ Excel Spreadsheet
☐ Text File
Export

Alternative Completion	Grade Level						
	6	7	8	9	10	11	12
No Internet Access	0	0	0	1	0	1	0
Paper-Based IGP	0	1	0	5	7	2	0
Special Needs Student	0	0	0	2	3	2	2
Other	0	1	0	2	3	0	0
Total	0	2	0	10	13	5	2

With Alternative ILP Completion, statistical data can be reviewed by grade and by reason

Advisors can customize the report and export the results

Users can also drilldown to see the list of relevant students

Aggregate Reports:

Alternative ILP Completion Statistics

Administration

ILP Completion Reports

Jim Daigneau, Eastside High School

Quick Links

- Advisor Homepage
- Search for Students
- Manage Parent Accounts
- Assignments & Activities

Program Options

- ILP Options
- Assessment Options
- Education Plan Options
- Graduation Requirements

Reports

- ILP Completion Reports
- ILP Reports
- Mass Print Options
- View Usage Statistics

- Helpful Documents
- Enter Career Cruising
- Logout

Alternative ILP Completion Statistics

Alternative Completion	Grade Level	Students
All	All	9

Student Name	Completion Details
Behn, Aphra	View
Hamilton, Austin	View
Patterson, Matthew	View
Porter, Martha	View
Sanchez, Parker	View
Sharp, Philip	View
Spencer, Polly	View
Stewart, Patricia	View
Sutton, Pamela	View

Depending on the users' permitted access level, they may be able to view all students or only those students assigned to them by the ILP Administrator

Click "View" to see the full Alternative ILP Completion details for students whose information you have permission to view.

Aggregate Reports: Alternative ILP Completion Statistics

Alternative ILP
Completion
Details View

Administration

Alternative ILP Completion

Jim Daigneau, Eastside High School

Quick Links

- Advisor Homepage
- Search for Students
- Manage Parent Accounts
- Assignments - Activities

Program Options

- ILP Options
- Assessment Options
- Course of Study Options
- Graduation Requirements

Reports

- ILP Completion Reports
- ILP Reports
- Mass Print Options
- View Usage Statistics
- Helpful Documents
- Enter Career Cruising
- Logout

Alternative ILP Completion

[« Back to Student List](#) [Printer Friendly Report](#)

NOTE: Do not include comments that should not be read by students and parents. The Alternative ILP Completion Details will appear in both the Student and the Parent/Guardian ILP Tools.

Alternative ILP Completion Details

Student Name	Martha Porter
Username	ILP4
Advisor Name	Jim Daigneau
Date Modified	Jul 12, 2011
Status	<input checked="" type="checkbox"/> This student is completing the Individual Learning Plan requirement through alternative means.
Reason	Exceptional Education Student (Used some of the ILP) Note: Student has exceptionalities that prohibit them from completing some required sections of the ILP. The student's ARC made the documented decision what was appropriate for student to complete.
Comments	ABCDEFGH..HIJKLMN

[Edit](#)

Student and Parent/ Guardian Views

The screenshot displays the CareerCruising web application. At the top, the 'CareerCruising' logo is on the left, and 'My Account' with a search bar and a mail icon is on the right. Below the logo, a user profile for 'Otis My ILP' is shown. A navigation bar contains links: 'My ILP', 'Build My Resume', 'Share My Plan', and 'Print My Plan'. A yellow progress bar at the top right shows '100%' completion. Below this, a 'My Progress' section is highlighted. On the left, a sidebar lists various user options like 'My Assessments', 'My Careers', 'My Education', etc. The main content area shows 'ILP My Progress - Grade 10' with a sub-header 'Alternative ILP Completion'. It contains text stating that the user has met the ILP requirement through alternative means, along with the advisor's name 'Jim Daigneau', the date '05/25/2013', and a 'Reason:' field. Two callout boxes provide context: one explains that the 100% status is due to alternative completion, and another explains that clicking 'My Progress' leads to these details.

CareerCruising

My Account Search

Otis
My ILP

Assessments

My ILP Build My Resume Share My Plan Print My Plan

My Progress 100%

My Assessments

My Careers

My Education

My Scholarships & Financial Aid

My Course of Study

My Goals & Plans

My Activities & Experiences

My Assignments & Activities

My Journal

My Advisement Log

ILP My Progress - Grade 10

Alternative ILP Completion

Your advisor has indicated that you have met the Individual Learning Plan requirement through alternative means.

Advisor: Jim Daigneau

Date: 05/25/2013

Reason:

When a student with Alternative Completion logs into his or her ILP, the Completion Status Bar will show as 100% complete

Students or their parents/ guardians can click on the 'My Progress' link in the status bar to view the Alternative ILP Completion details, including the reason, the date it was designated, and the advisor who made the designation

Access and Permissions

Alternative Completion Reports are available within the:

- School ILP Administration Tool
- District ILP Administration Tool
- State ILP Reporting System

ILP Administrator and School Administrator/Counselor level access will be able to view and modify Alternative ILP Completion details for all students.

Advisor/Teacher or Other Staff level access will only be able to view and modify Alternative ILP completion details for the students who have been assigned to them.

District ILP Administration Tool users with full access and State ILP Reporting System users will have read-only access to the Alternative ILP Completion details for individual students, as well as access to the aggregate reports.

Confidentiality

Because of the potentially sensitive nature of information contained within the Alternative ILP Completion details, these details are *not* included in the Printer-Friendly version of the ILP and are not an option for inclusion in the 'Invite Others to View My ILP' feature

ILP Alternative Completion on KDE's Website

The Alternative ILP Completion option allows teachers and advisors to indicate which students at their school are fulfilling the ILP requirement through alternative means. It is important to note that even if the alternative completion option is selected the student can and should still use all of the resources in the ILP for transition planning.

Information can be found at:

<http://education.ky.gov/educational/CCadv/ilp/Pages/ILPAlternativeCompletion.aspx>



Career Cruising